

# MARYLAND DEPARTMENT OF JUVENILE SERVICES



## POLICY & PROCEDURE

**SUBJECT:** Perimeter Security Policy  
**NUMBER:** RF-09-07 (Residential Facilities)  
**APPLICABLE TO:** Residential Facilities  
**EFFECTIVE DATE:** November 8, 2007

Approved: "/s/signature on original copy"

Donald W. DeVore, Secretary

1. **POLICY.** The Department of Juvenile Services (DJS) residential facilities shall prevent unauthorized access to and maintain youth within the perimeter of the facility by ensuring all security perimeter entrances and exterior doors are kept locked. Doors shall be kept locked except when used for admission or exit of authorized persons and in cases of emergencies.
2. **AUTHORITY.**
  - a. Annotated Code of Maryland, Human Services Article, §§ 9-221, 9-226 to 9-228.
  - b. American Correctional Association, Standards for Juvenile Detention Facilities 3-JDF-2G-02.
  - c. Maryland Standards for Juvenile Detention Facilities.
3. **DEFINITIONS.**
  - a. *Club* means a locking apparatus used to secure the steering wheel of a vehicle.
  - b. *External Search* means a visual search of a fully clothed individual without physical contact or conducted by equipment such as a metal detector.
  - c. *Front Entrance* means the major pedestrian traffic point for entrance or exit from the facility.
  - d. *Official Photograph Identification* means a State of Maryland employee identification card, driver's license, State issued identification card or Passport.
  - e. *Open Campus* means a facility in which living units, support services and administrative services are located in separate buildings on the same grounds.
  - f. *Non-Open Campus* means a facility in which living units, support services and administrative services are located in one building.
  - g. *Perimeter Security* means a system that may include electronic devices, walls, fences, patrols and/or towers to control ingress and egress to the interior of a facility.
  - h. *Vehicular Entrance* means controlled pathway for vehicles' arrival to and departure from the facility.
4. **PROCEDURES.**
  - a. **Front Entrance.**

(1) Employees assigned to this post shall:

- (i) Identify all persons entering or leaving the facility by official photograph identification.
- (ii) Record admission and departure information in the log book including:
  - (a) A complete and accurate record of all visitors entering and leaving the facility to include name, type of official photograph identification, nature of business, destination, arrival and departure times and a brief notation of any unusual circumstances surrounding the visit.
  - (b) A complete and accurate record of all youth who enter or leave the facility, maintained in a separate log.

**b. Security Door Regulations.**

The Facility Administrator shall ensure:

- (i) Security doors are kept locked at all times. Authorized persons entering or exiting through a security door shall be sure it is locked when leaving.
- (ii) Unoccupied areas and storage rooms shall be kept locked at all times.
- (iii) Only authorized persons are admitted through security doors. Authorized persons include, but are not limited to:
  - (a) DJS Employees;
  - (b) Non-DJS employees with prior approval of the Facility Administrator;
  - (c) Legal representatives; and
  - (d) Police officers with the approval of the Facility Administrator and/or permission of the Court.
- (iv) Police Officers are not in possession of firearms or other weapons, including night sticks, while inside the perimeter of the facility.
- (v) Employees routinely check all closed doors as they walk past to ensure they are locked.

**c. Vehicular Entrance.**

- (1) Where feasible, an entrance shall be designated primarily for vehicular traffic arriving to and departing from the facility to conduct official business, transporting of youth, vendor services and/or deliveries.
- (2) Facilities with non-open campuses shall require employees assigned to a post responsible for allowing persons entry into the building from the vehicular entrance to adhere to procedures same as **a. Front Entrance**.
- (3) Privately owned vehicles (POV) may enter open campus facilities with the prior authorization of the Facility Administrator for official business only.

Facility Administrator shall post in the gatehouse written authorization to include driver's name and vehicle's license plate State of issue and number.

- (4) Employees assigned to the vehicle entrance post of an open campus facility shall adhere to the following protocol for each category of vehicles entering open campus facilities:
  - (i) State Vehicles and POVs:
    - (a) Prior to allowing the vehicle entry into the sally port, staff will record in the logbook the vehicle's license plate, request driver's valid driver's license and photographic identification of any passengers, ask occupant(s) if they are in possession of any contraband and establish the purpose of the visit. If the business is legitimate for entry into the facility, direct the driver to proceed into the sally port;
    - (b) Once inside the external sally port gate, staff shall close the gate and ask the driver to turn off the vehicle engine, remove the key from the ignition, open all compartments, bags and brief cases and exit the vehicle with the ignition key and passengers other than youth in DJS care and custody who are being transported. DJS employees transporting youth shall alternate exiting the vehicle to allow for one employee to remain in the vehicle to provide constant supervision of the youth.
    - (c) Conduct an external search of all vehicle occupants;
    - (d) Conduct a visual search of the vehicle interior, trunk and underneath the vehicle; and
    - (e) Upon completion of the search, issue the driver a club, advise the driver the club must be locked on the steering wheel when the vehicle is not in operation and open the interior sally port gate and allow the vehicle to enter the open campus of the facility.
  - (ii) Vendor Vehicle procedures are the same as State Vehicles and POVs with the addition that the vendor's company name shall be recorded in the logbook.
  - (iii) Law Enforcement Vehicles:
    - (a) Prior to allowing the vehicle into the open campus facility, the staff shall record in the logbook the vehicle's license plate, officer's name, badge number, purpose of visit and names of youth being transported if any.
    - (b) All weapons must be secured prior to the opening of the interior sally port gate for the vehicle's entrance into the open campus.
- (5) All vehicles exiting the open campus shall be visually searched, the interior, trunk and underneath; additionally, the facility issued club shall be retrieved from the driver prior to opening the external sally port gate for the vehicle to exit the facility.

**d. Internal Security.**

All Shift Supervisors shall ensure that all doors, windows, locking devices and equipment (keys, two-way radios, and telephones) are used correctly and are in good working condition.

**e. Outside Security.**

- (1) Prior to taking youth outside, employees shall make a security check of the outdoor area, including the fence and the ground along the fence to check for contraband and/or defects in the fence.
- (2) Employees shall be positioned to maintain visual supervision of youth at all times.
- (3) Youth shall not touch the fence or converse with individuals outside the fence.
- (4) If a youth talks of running away at anytime, the Shift Commander shall be notified and the appropriate actions taken in accordance with Facility Operating Procedures.
- (5) Movement of youth shall be orderly and under employee supervision. Accountability of the authorized whereabouts of each youth shall be maintained as a component of movement.

**5. DIRECTIVES/POLICIES AFFECTED.**

- a. Directives/Policies Rescinded - **02.09.02 (Perimeter Security)**
- b. Directives Referenced **RF-02-06 (Youth Movement and Counts).**

**6. LOCAL IMPLEMENTATING PROCEDURES REQUIRED. Yes.**

**7. FAILURE TO COMPLY.**

Failure to comply with a Secretary's Policy and Procedure shall be grounds for disciplinary action up to and including termination of employment.

**Appendix – None**



**MARYLAND DEPARTMENT OF JUVENILE SERVICES  
EMPLOYEE STATEMENT OF RECEIPT  
POLICY AND PROCEDURE**

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I have received one copy (electronic or paper) of the Policy and/or Procedure as titled above.  
I acknowledge that I have read and understand the document, and agree to comply with it.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
PRINTED NAME

\_\_\_\_\_  
DATE

(THE ORIGINAL COPY MUST BE RETURNED TO YOUR IMMEDIATE SUPERVISOR  
FOR FILING WITH PERSONNEL, AS APPROPRIATE.)